

The City of Renton is accepting applications for

---

## **LIBRARY ASSISTANT I**

(Represented by 2170 AFSCME)

---

**Salary Range: \$16.63 to \$20.24 per hour**

**HOURS OF WORK:** (20 hours per week) Mondays 3 p.m. to 9 p.m.,  
Tuesdays and Wednesdays 4 p.m. to 9 p.m. and alternate Saturdays 9 a.m. to 6 p.m.

**Date Opened: September 7, 2007**

**Date Closed: September 21, 2007**

### **APPLICATION PROCEDURE**

To be considered for this position in the Community Services Department, complete and return a **City of Renton Application and Skill Sheet** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. **Postmarks are not accepted.**

#### **Applications may be obtained by using the following options:**

- Download an application from the City's website, [www.rentonwa.gov](http://www.rentonwa.gov). Click on "City Jobs Available";
- Request an application via email at [lgibbon@ci.renton.wa.us](mailto:lgibbon@ci.renton.wa.us);
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

### **NATURE OF WORK**

Under the direction of an assigned supervisor, perform a variety of standard library and clerical duties to assist patrons; assist in the circulation and return of library books and materials; provide information, assist in locating materials.

### **REPRESENTATIVE DUTIES**

- Perform a variety of standard library and clerical duties to assist patrons; assist in the circulation and return of library books and materials; provide information and explain library procedures and policies, assist patrons with the use of various machines; assist in locating and gathering materials.
- Assist patrons at a counter area; answer inquiries and routine questions and provide information; direct or refer patrons to appropriate library personnel as necessary to answer more technical questions; answer telephone inquiries and transfer calls as required.
- Prepare circulation desk for daily activities; overdue books; process newspapers.
- Assist with checking in and processing new library materials as required including books, magazines and newspapers; repair books, magazines and newspapers; and return books to shelves.
- Collect fees, fines and service charges and balance.

- Assist in preparing overdue notices.
- Route concerns and issues to appropriate library personnel; notify patrons of reserve availability of books and materials.
- Assist in maintaining a clean and orderly library environment; open and close library facilities; assure security of monies; assist in maintaining security of library materials as directed.
- Operate a variety of equipment including copier, laminating machine, computers and printers.
- Monitor patron activities to assure proper library conduct.
- Fill hold requests.
- Perform related duties as assigned.

**Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.**

### **WORKING CONDITIONS**

Work is in a library environment. Evening and weekend hours are required.

### **MINIMUM REQUIREMENTS**

Any combination equivalent to: graduation from high school and one year of general clerical experience including some library experience.

### **SELECTION PROCEDURE**

- Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the Application and answering the Skill Inventory Sheet will be invited to participate in a competitive selection process. This process will consist of a keyboarding test requiring a net score of 35 wpm or better to pass, an alphabetic filing test requiring 80% to pass (weighted at 5% of final score), a numeric filing test requiring 80% to pass (weighted at 10% of final score).
- Applicants passing all phases of the skills tests will be scheduled for an oral interview (weighted at 85% of the final score). An overall final score of 70% will be required to pass.
- A 6-month eligibility list may be established following completion of the testing process.

If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.

### **VETERAN'S PREFERENCE**

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. *Equal Employment Opportunity-09/07/llg.*